



Commons Board Meeting Minutes
August 14th, 2013

The Commons Board met on Wednesday, August 14th, 2013 at 11:30 a.m. (EST) in the Council Chambers at City Hall.

Board Members Present: Sherry Stark, Ryan Brand, Paige Harden, Sharon Beach,
Cheryl Buffo Absent: George Dutro and Tracy Souza

Others Present: Jamie Brinegar, Steve Risting, Jeff Logston, Ben Wagner, Heather Pope, Casey Ritz

Board President Sherry Stark called the meeting to order and requested approval of the minutes from July 10th, 2013. Cheryl Buffo moved, Ryan Brand seconded. Minutes approved.

Jeff Logston presented the City Attorney update. He stated the loading dock easement is still in progress. The Board of Works received an update from Cummins stating they were unaware the management agreement for the facility was not finished. This agreement must be complete in order to finish the easement. Casey Ritz asked for clarification on the easement language once the document is complete. Jeff explained that planned revisions to the rental contracts for The Commons will include loading dock information.

Steve Risting provided the architectural update. Steve stated the final quote from Dunlap for the Performance Hall shades is \$71,814 and includes all of the miscellaneous needs. Steve has noted time and material is not to exceed \$65,000. Dunlap can proceed with the installation and will adjust additional aesthetic covers and materials based on the allowed budget after the shades have been installed. Electrical connection installations will begin Monday, August 19th. The shades will be delivered on Monday, August 26th and installation will begin immediately after. Sherry called for a motion to authorize Dunlap to proceed with time and materials not to exceed \$65,000. Ryan Brand moved, Paige Harden seconded. Motion approved.

Steve also updated the Board on the outdoor safety bollards. Installation is complete and the decorative cap will be added the week of August 19th.

Sherry Stark verified that approval for the Heritage Fund grant to pay for the Lower Lobby sound system has been signed and is being processed.

Steve also stated Dunlap has repaired the material on the red slide in the playground at no cost and included reinforcement pins.

The vegetation roof repairs will be coordinated with Danny Brown, The Commons maintenance Manager, by Cummins subcontractors.

Jamie Brinegar provided The Commons report. He noted a change in The Commons revenue regarding First Friday's in October. The Commons is ahead of estimated revenue for the year and additional bookings are anticipated.

He noted the advertisement for The Commons manager position closed on Tuesday, August 6th, 2013. Jamie has reviewed the 63 applications that were collected. Ben Wagner will also review them. Ben will assemble an interview team and encouraged a Board member to participate. (NOTE: Sherry has agreed to serve on the final interview team.)

Jamie also presented the proposed holiday schedule for The Commons building hours. Hours are being revised based on city holidays, overtime pay and building occupancy. The building is currently closed on Thanksgiving, Christmas Day and closing at 6:00 pm on Christmas Eve. The proposed hours are as follows:

Holiday	Hours
January 1st	10:00 am – 6:00 pm
Easter Sunday	10:00 am – 6:00 pm
Memorial Day	10:00 am – 6:00 pm
July 4th	10:00 am – 6:00 pm
Labor Day	10:00 am – 6:00 pm
Thanksgiving Day	Closed
Christmas Eve	10:00 am – 6:00 pm
Christmas Day	Closed

Sherry requested a motion for approval with instruction that Parks and Rec and The Commons staff review the schedule each year. Cheryl Buffo moved, Sharon Beach seconded. Motion approved.

Sherry presented the written policy regarding pet allowance inside The Commons. The Board requested a change in verbiage in the policy to state Commons staff will provide approval for pets entering the building. Jeff Logston stated city ordinances require a written policy adopted by resolution forwarded to the Animal Care Services Board in order for the policy to be enforced. Sherry Stark requested a motion. Paige Harden moved, Ryan Brand seconded. Motion passed and Sherry Stark signed the policy.

Karen Shrode submitted the Arts Council update via email. Jamie reminded the Board of the Arts Council's Art Day on September 6th from 9:00 am to 5:00 pm outside The Commons. Ben Wagner also mentioned Rock the Park on August 17th, "Melt Down" Iron Pour and Glass on August 23rd and 24th and UnCommon Cause on October 26th. The Board expressed their gratitude to Karen Shrode and Ivy Tech for the posters hanging in the retail space windows.

Sharon Beach provided information regarding CMAD seeking approval to independently curate three second floor display cases in The Commons. She submitted CMAD's mission statement and a draft for the call for submissions. Ryan Brand agreed to work with George Dutro on developing a written formal proposal to be presented at the next Board meeting. Sherry requested a motion to authorize CMAD to independently curate the second floor display cases at The Commons with details to be worked out and with periodic review. Paige Harden moved, Ryan Brand seconded. Motion approved. Sharon Beach abstained due to a conflict of interest.

Sherry Stark announced George Dutro and Cheryl Buffo have agreed to represent The Board on The Commons Tenant Selection Subcommittee.

Heather Pope announced the Redevelopment Commission members. Her intent is to call a committee meeting at the end of September/beginning of October in order to identify criteria not mentioned in the Request for Proposals. Tenant proposals are due October 21st.

Meeting adjourned.

Next Meeting: Wednesday, September 11th, 2013